

New Streamlined Final Residential Routing Process for the City of Lincoln

The City of Lincoln in its endeavor to make the City of Lincoln truly the City of Opportunity and to streamline our service to our development community is implementing a change to our final routing requirements for new residential final inspections.

In order to streamline the process, the builder and inspection team will need to work collaboratively and follow the following process:

The new process timeline will include the following:

1. At the time of building permit issuance the developer or contractor will continue to pay for the water meter and the water connection fee. The new system will include filling out a "Request for Utility Service" form which will establish an account for the installation of a water service to a specific address.
 - a. A copy of the form is attached for your reference
 - b. All of the above documentation will be prepared and organized at the Building Department Counter at the time of permit issuance. You will no longer have to visit the first floor Finance Department to set up the account.
 - c. Most of the development community already pays for the meter at permit issuance for those who do not pay for the water meter this will be an added expense at the time of permit issuance instead of towards the final stage.
2. The water meter will need to be installed prior to the foundation footing or the post tension slab being inspected.
 - a. This can be accomplished at the yard water & sewer inspection.
 - b. The City of Lincoln will install the water meter once notified by the contractor that the water lines are charged, the meter setters the protective box are in place and the main service line to the residential unit is to building.
 - i. It will be the total financial responsibility and liability of the developer or contractor to protect the water meter assembly. This includes the water meter service and any related boxes or lids once the water meter is set.

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- ii. This new step in the process will eliminate the need for the Public Works routing inspection. The Building Division will inspect the box, meter and metering devices at their final inspection. All units need to clean and empty of construction debris.
- 3. The Fire and Police Department review will no longer be necessary. The monitoring of the fire lane access clearances during and at the end of the construction phase to the residential unit will be the responsibility of the developer / contractor,
 - a. This includes all fire lane clearance requirements to all parts of the project site.
 - b. The building inspectors will also monitor the site during their routine inspections at the site for fire clearance compliance, if violations are noticed a notification will sent to PD, who will cite violators.
- 4. The only remaining routing division within the City of Lincoln that needs to perform a site inspection per the routing form is the Planning Division.
 - a. This inspection can be called in for routing by itself once all landscaping; site lighting, construction debris is removed from the building site and the exterior of the building is complete.
 - b. When the Planning Division completes their review, the developer / contractor will need to meet staff onsite or come to City Hall with the permit card. The permit card will be used as the final signoff. *External use of the Request for Occupancy long form will no longer be needed.*
 - c. The Planning Division inspection is a scheduled inspection and may take up to five work days to perform.
- 5. The Building Division final can be scheduled once Planning Division is signed off and the Fire Sprinklers have been signed off. At the final inspection the building department will make comments about all site improvements. This includes walkways and utilities.

Should you like to discuss the process in more detail, please do not hesitate to contact me at (916) 434-2470.

Regards,

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